

Model Home Complex

**Submit Application
Packet**

Building permits for model and office may be issued prior to application

Administrative Review of submitted plans and documents

***Staff provides comments or questions
if additional information is needed***

Approved

Denied

Approved site plan and landscape plan returned to applicant

Miscellaneous building permits are issued for amenities

Inspections for Model Home Certificate of Occupancy for sales or construction offices and for water conservation standards

Model Home Complex closure, inspection of conversion of sales or construction offices to residential use, then a residential Certificate of Occupancy is issued

Redlined comments returned to applicant for correction

Subsequent Submittal

Approved

Model Home Complex

- Model Home complexes are permitted for the initial sale of homes within a subdivision or residential condominium development. A model home complex may be constructed prior to the recording of a final plat on the property.
- The Homebuilder may pull building permits on each model home prior to submitting the Model Home Complex application.
- [Miscellaneous building permits](#) are required for:
 - Sales/construction office in a model home, sales trailer, or construction trailer within the model home complex (can be processed before or concurrent with Model Home Complex application or after approval of Model Home Complex).
 - Sales/construction trailer not within the Model Home Complex can be issued prior to approval of the Model Home Complex application if it is required prior to the completion of Model Home Complex.
 - Conversion of the sales/construction office in the garage back to the residential garage before issuance of the residential Certificate of Occupancy.
 - Pools and other amenities with electrical components (Flagpoles, landscape lighting, water fountains, etc.) and may be submitted concurrent with the Model Home Complex application.
 - Compliance with [Article 3.2 Phoenix-Mesa Gateway Overlay District](#) and [Article 3.3 Santan Freeway Corridor Overlay District](#) with regards to public notification of these overlay districts. In addition to the Sales and Leasing Office signs, the applicant must submit with the Model Home Complex application a notarized [Affidavit of Santan Freeway Overlay District](#) that the applicant has complied with notification requirements.
 - ADA Signage must meet [Town of Gilbert Details \(014\)](#) and [Town of Gilbert Details \(015\)](#)
- Make sure these Standard Notes appear on your Site Plan for Model Home Complex
 1. This project must comply with all conditions approved through Zoning, Design Review and Final Plat approval.
 2. A separate building permit and inspection is required for:
 - a. All exterior signage, flagpoles, pools and other amenities including electrical components;
 - b. Sales office including parking area and accessibility;
 - c. Construction office
 3. A landscape inspection for the Water Conservation Department is required prior to issuance of a certificate of occupancy.
 4. No exterior storage of any kind to be on site.
 5. Undeveloped lots must be dust proofed if used.
 6. ADA signage must meet Town of Gilbert Details 014/015
 7. The following items shall be in place prior to occupancy:
 - a. Permanent water supply with a fire hydrant located within 150 feet of the structures, as the hose lies;
 - b. Paved or other approved driving surfaces and turn arounds;
 - c. Permanent street signage;
 - d. Permanent building address, attached to the structure

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8. When the sales/construction office use is terminate, all model complex units shall be converted to residential occupancy standards, all exterior improvements unique to the complex removed, all signage removed and a final inspection completed on all model complex units prior to residential occupancy of the sales office unit. Conversion shall be completed per conversion plan. The conversion shall be permitted and inspected under a separate building permit.
- Inspections for the Model Home Complex are required and scheduled by the applicant through onestopshop.gilbertaz.gov
 - Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)
 - [Heritage District Design Guidelines](#)
 - [Gateway Streetscape Guidelines](#)
 - [Trail Design Guidelines](#)
 - [Street Theme District Tree Map](#)
 - [System Development Fees Area Map](#)
 - [Gateway Area Traditional Neighborhood Design Guidelines](#)
 - [Residential Design and Development Guidelines](#)
 - [Engineering Standards](#)

Model Home Complex

Submittal Formatting, Required Materials and Checklist:

- ☐ Over the Counter Submittal:
 - ☐ **Submit electronic copy** of ALL required items on checklist. **(No 24" x 36")**
 - ☐ Submit a hard copy (8.5" x 11 or 11" x 17" only) of the entire packet with the electronic copy and payment. **(No 24" x 36")**
 - ☐ **Purge** images of unnecessary blocks and layers (single layer).
 - ☐ **Save each exhibit as a separate PDF per document naming below.**

Document Naming:

- ☐ Exhibit 1: Application
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Site Plan
- ☐ Exhibit 4: Landscape Plan (for each lot)
- ☐ Exhibit 5: Conversion Site Plan
- ☐ Exhibit 6: Model Home Complex Water Conservation Form (for each lot)
- ☐ Exhibit 7: Floor Plan
- ☐ Exhibit 8: Notarized Affidavit for Santan Freeway Corridor Overlay (if applicable)

Checklist

- ☐ **Exhibit 1: Application**
 - ☐ Must be fully completed and signed.
- ☐ **Exhibit 2: Project Narrative**
 - ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length;
 - ☐ Describe the number of lots included in the model home complex for model homes, parking, sales or construction trailer;
 - ☐ Describe the number of lots within subdivision for model homes;
 - ☐ Describe intended use of each model home if use for a sales office, construction office or design center;
 - ☐ Note intended duration for use of the sales or construction trailer;
 - ☐ Note hours of operation if a generator is used for the trailers; and
 - ☐ Describe dust-proofing methods for parking surface.
- ☐ **Exhibit 3: Site Plan**
 - ☐ Vicinity Map with the site and major streets noted;
 - ☐ Graphic scale, north arrow, exhibit date;
 - ☐ Subdivision project name on final plat;
 - ☐ Street names
 - ☐ Location of model home lots, parking areas and sidewalks noting compliance with ADA;
 - ☐ Location of sales or construction trailer (if applicable);
 - ☐ Location of paved street, pedestrian ways, and ADA access routes including slopes from parking areas to the sales office;
 - ☐ Location of walls, lighting (include details for electric) and signage;

- ☐ Location of signage for public notification of the Phoenix-Mesa Gateway Airport or the Santan Freeway along with sign verbiage (if applicable).
- ☐ **Exhibit 4: Landscape Plan (for each lot)**
 - ☐ Proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape for the front and back yard;
 - ☐ Include number of trees, shrubs, and plants and location of fountain, pool and water features;
 - ☐ Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
 - ☐ All water intensive plant material and all water features must have the square footage for each item listed on the submitted plans. Failure to list this information on the plans could result in a delay in issuance of the Certificate of Occupancy.
- ☐ **Exhibit 5: Conversion Site Plan**
 - ☐ Provide all changes to the model home complex area after the sale office closes;
 - ☐ Describe changes to the parking lot, sidewalks, garage doors, walls, fences, landscaping, lighting, flag poles, signage, driveways, etc.
- ☐ **Exhibit 6: Model Home Complex Water Conservation Form (for each lot)**
 - ☐ Make sure to complete a Water Conservation form for each of the lots included in the Model Home Complex.
 - ☐ [Model Home Complex Water Conservation Form](#)
- ☐ **Exhibit 7: Floor Plan**
 - ☐ Show garage/office, showing ADA accessibility requirements; and
 - ☐ Show conversion of office back to garage for residential use.
- ☐ **Exhibit 8: Notarized Affidavit for Santan Freeway Corridor Overlay (if applicable)**
 - ☐ Make sure to complete the affidavit for the [Santan Freeway Corridor Overlay](#) (if applicable).



Plan Type: Model Home Complex

Request (work class): ☐ Original Submission ☐ Amendment

Subdivision Final Plat Name: _____

Subdivision Marketing Name: _____

Address or Location: _____

Number of lots for Model Home Complex: _____

Lot numbers of model homes, parking , sales trailer, construction trailer or landscaping: _____

Tax Parcel Number (for each lot):	Corresponding Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phx/Mesa Gateway Airport

Property Owner: (All information must be provided)

Name (print): _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature*: _____ Date: _____

*If signature is not provided above, a letter of authorization from the property owner is required.

Applicant/Contact: (All information must be provided)

Company: _____

Contact: _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: _____ Date: _____

A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice

A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.

D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Staff Use Only:
Permit Number: _____